

Anne Walsh

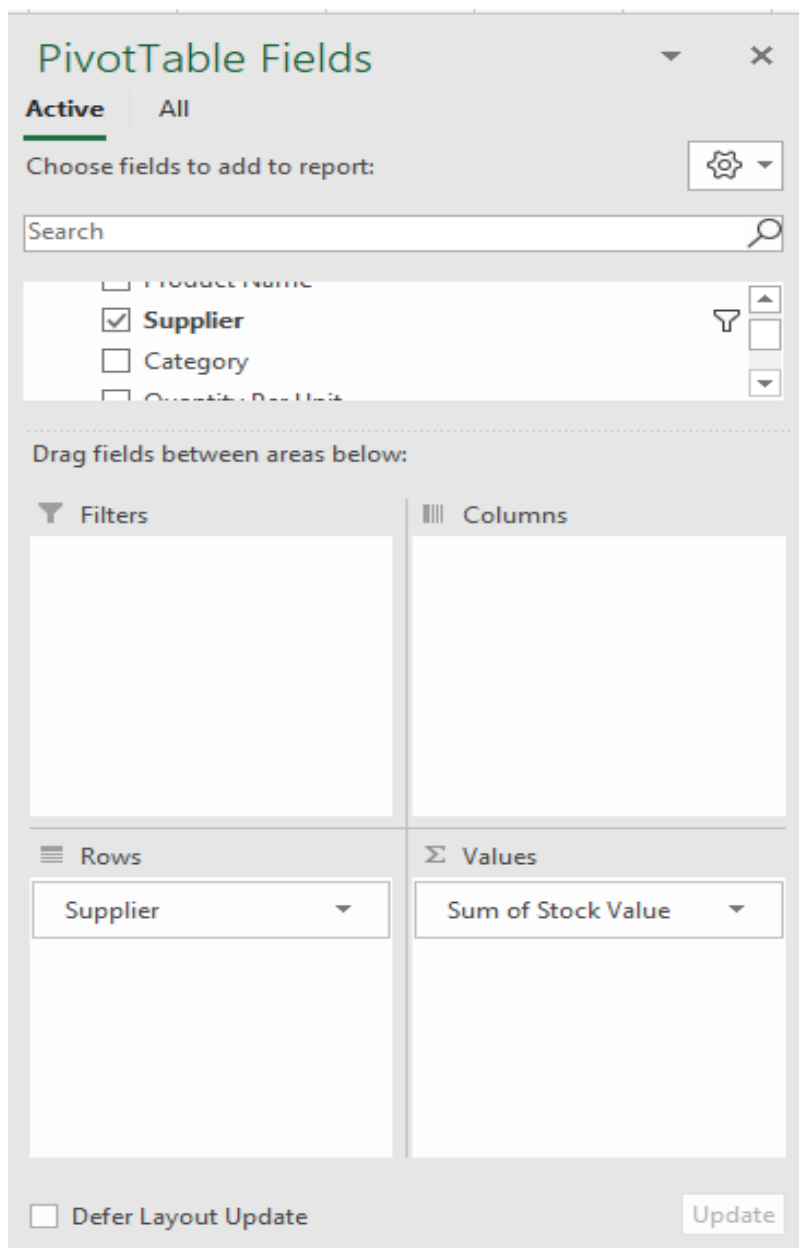
Pivot Tables Advanced

Anne Walsh
anne@the-excel-expert.com

Add Show Values As to Pivot Tables

Exercise One

1. Use the file **Northwind_Products_Pivot**
2. Go the sheet called **Products**
3. It has already been converted to a table
4. Create a pivot table based on the layout below.

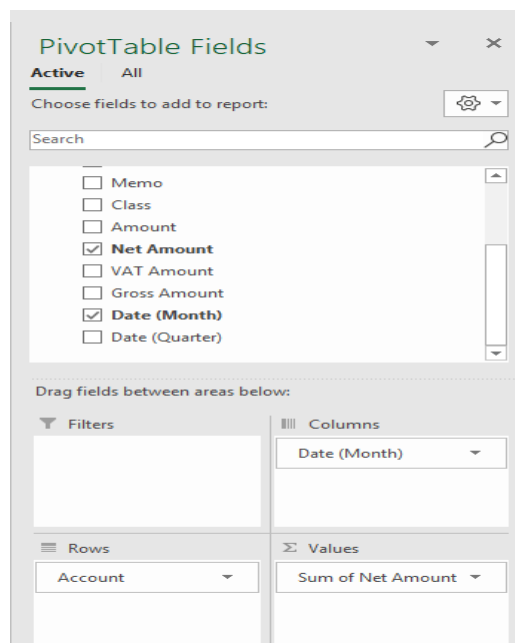


5. Add **Sum of Stock Value** again to the pivot table

6. Format Sum of StockValue as Currency (Right click on numbers in pivot table, **Value Field Settings | Number Format | Currency | OK | OK**)
7. Rename Sum of Stock Value 2 to Other calculations (Right click on it, **Value Field Settings | Amend Custom Name** to Other Calculations. Click **OK**)
8. Right click on this new field and make observe how the values change when you do this
 - a. Show **Values As | % of Grand Total**
 - b. Show **Values As | % of Column Total**

Exercise Two

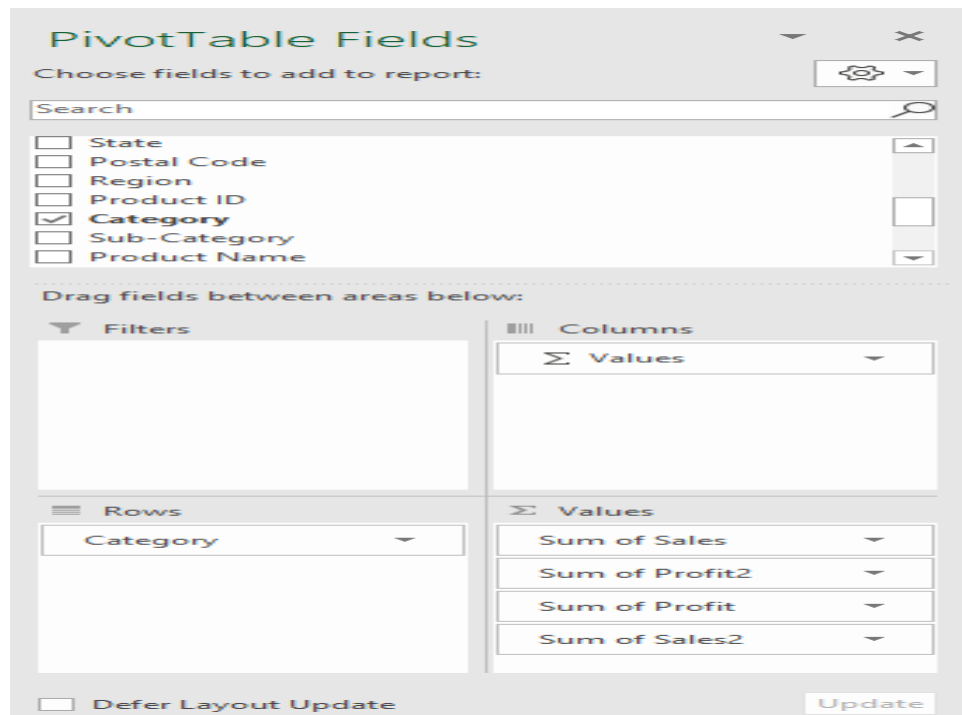
1. Open the file called **Pivot_Show_Values_As**
2. Go to the sheet called **Cleaned**. Note it has already been converted to a Table
3. Create the following pivot table (Table Design | Summarize with Pivot Table)



4. Format **Sum of Net Amount** to Currency (Right click on numbers in pivot table, **Value Field Settings | Number Format | Currency | OK | OK**)
5. Add **Sum of Net Amount** to the pivot Table again. Rename this Sum of Net Amount to Difference From (Right click on it, **Value Field Settings | Amend Custom Name** to Difference. Click **OK**)
6. Right click on this new field and make observe how the values change when you do this
 - a. Show **Values As | Difference From** (For **Base Field** choose **Date (Month)** and for **Base Item** choose **Previous**)
 - b. Show **Values As | % Difference From** (For **Base Field** choose **Date (Month)** and for **Base Item** choose **Previous**)
 - c. Show **Values As | Running Total In** (For **Base Field** choose **Date (Month)**)

Exercise Three – Further work on Show Values As

1. Open the file called **Raw_Sales_Data**
2. Go to the sheet called **Orders**
3. This has already been converted to a table
4. Set up your pivot table as follows. See the screenshot below.
5. Note that Profit and Sales have been added twice to the Values part of the dialog box.
6. Values is added automatically to the Columns part of the grid.

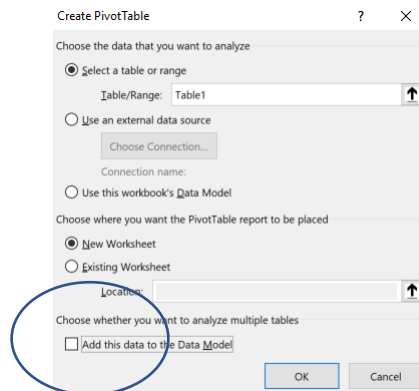


7. Rename Sum of Profit 2 to Total Profit % (Right click on pivot field heading in the pivot table, choose **Value Field Settings** and enter **Total Profit %** in the **Custom Name** box)
8. Rename Sum of Sales 2 to Total Sales %
9. Right click on **Total Profit %** and from the **Show Values As** choice, pick **% of Grand Total**
10. Right click on **Total Sales %** and from the **Show Values As** choice, pick **% of Grand Total**
11. Format the Sum of Sales to currency (Right click on numbers in pivot table, **Value Field Settings** | **Number Format** | **Currency** | **OK** | **OK**)
12. Rename this sheet to **Category %**

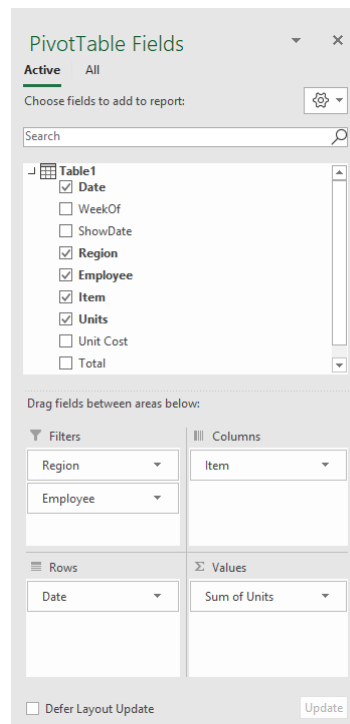
Pivot Table – Calculated Fields

Calculated Fields - Exercise One

If you are using Office 2013 or later, make sure that the box for **Add this data to the Data Model** is not ticked when you **Summarize with Pivot table**



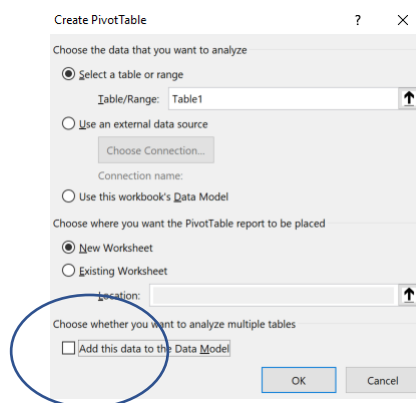
1. Open the file **PivotCalcField**
2. Convert to a table
3. Create the following pivot table as per the screenshot below



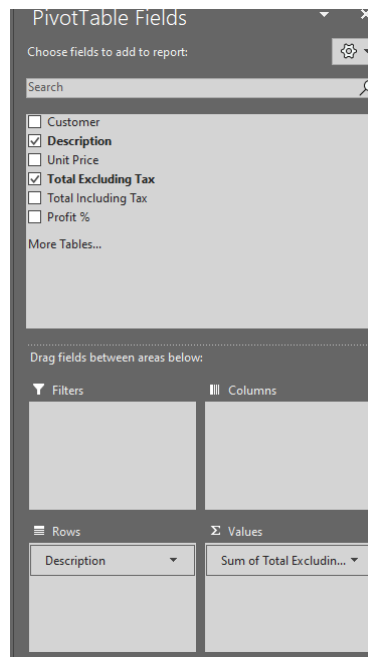
1. Add a new calculated field to calculate the value of **Total Stock** (Units X Unit Cost)
2. Click in **Pivot Table | PivotTable Analyze | Calculations | Field Items and Sets | Calculated Field**
3. Call this new field: **Stock Value**
4. Add it to the pivot table so that it appears beside the **Sum of Units** (you may need to drag and drop some of the headings)
5. Group the date column so the information is grouped by month (if it hasn't happened already)

Calculated Fields - Exercise Two

If you are using Office 2013 or later, make sure that the box for **Add this data to the Data Model** is not ticked when you **Summarize with Pivot table**



1. Open the file called **WorldWideImporters_dataset**
2. It has already been converted to a table
3. Click on **Table (Design) | Summarize with Pivot table**
4. Create the following pivot table



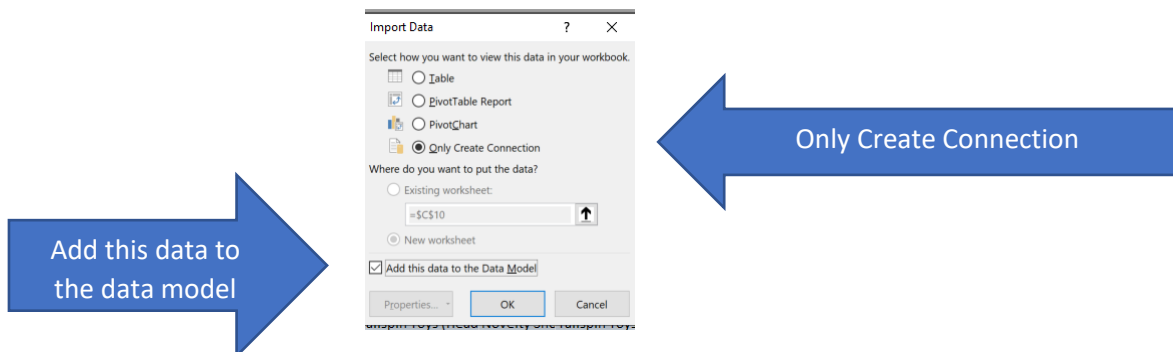
5. Add a calculated field that shows **Unit Price/Total Excluding Tax**
6. Click in Pivot Table
7. Click on **PivotTable Analyze | Fields, Items and Sets | Calculated Field**
8. Give the field the name **Profit %**
9. In **Formula** bar (and using the Fields from the Fields list) create the following formula:
10. $\text{Unit Price} / \text{Total Excluding Tax}$
11. Click **Add**
12. Then click **OK**
13. Note how the new field appears on the pivot table

Creating Pivot Tables with multiple tables using the Data Model

Using the Data Model feature allows us to create pivot tables from multiple data sets WITHOUT the use of vlookups(). However it does require the use of a feature in Excel called Power Query

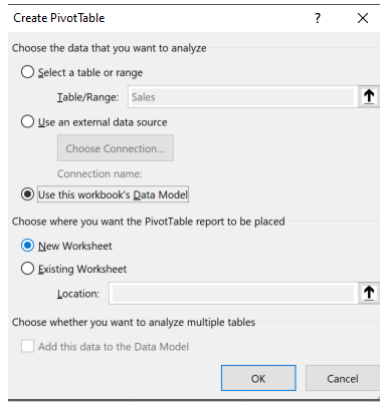
Exercise One – using the data from one file

1. Open the file called **Data_Model**
2. Convert the data in the **Fact Sale** sheet to a table. **Insert | Table |** Make sure the box for **My Table has headers** is ticked.
3. Rename the table to Sales (**Table Design |** table name (left hand side) of ribbon – Sales)
4. Convert the data in the **Dimension_Customer** sheet to a table. **Insert | Table |** Make sure the box for **My Table has headers** is ticked.
5. Rename the table to **Customers** (**Table Design |** table name (left hand side) of ribbon – Customers)
6. Click in **Fact_Sale** (Sales table)
7. Click on **Data | From Table/Range**
8. This loads the table into Power Query
9. Click on **File | Close and Load To**



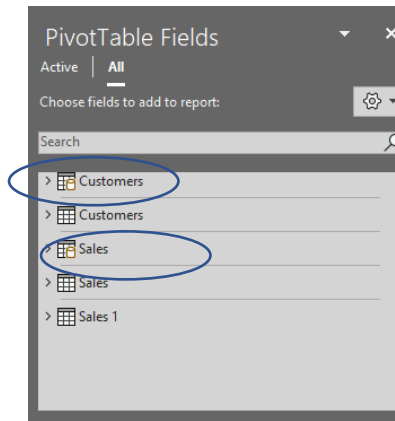
10. Choose **Only Create Connection** and tick the box for **Add this data to the data model**
11. Click in **Dimension_Customer** (Customer table)
12. Click on **Data | From Table/Range**
13. This loads the table into Power Query
14. Click on **File | Close and Load To**
15. Choose **Only Create Connection** and tick the box for **Add this data to the data model**
16. Click on **(Table) Design | Summarize with Pivot table**

Use this workbook's data model



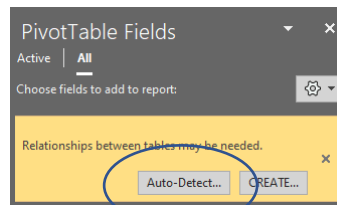
17. Click on **Use this workbook's Data Model**

18. Use the fields from the tables marked with Gold.



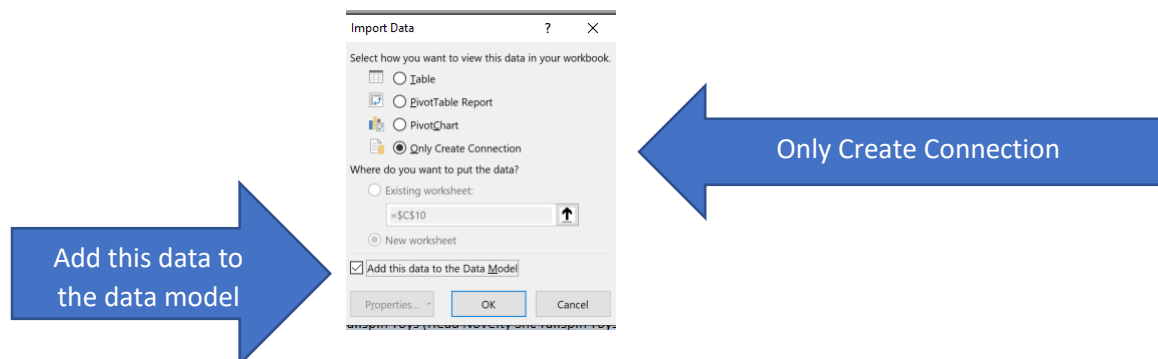
19. Create the following pivot table:

20. Note you may receive a prompt about creating relationships. Allow Excel to auto-detect for you.



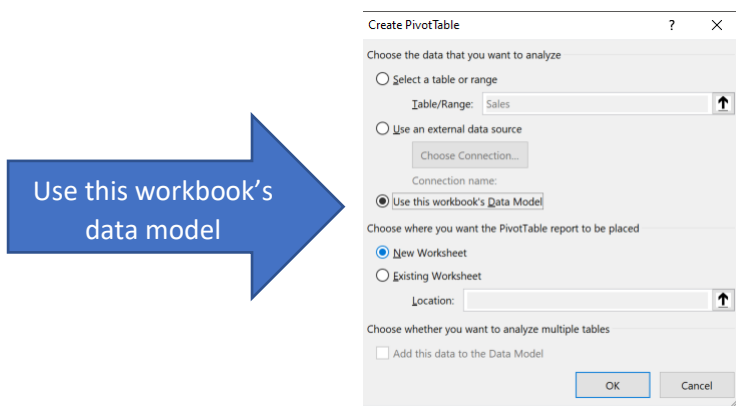
Exercise Two – Getting the data from two files

1. Open a new blank workbook in Excel
2. Choose **Data | Get Data | From File | From Workbook**
3. Choose **DimCustomer**
4. Click on **DimCustomer1** (left hand side of screen)
5. Click **Load | Load To.**
6. Tick the box for **Add this data to the Data Model** and choose **Only Create Connection**

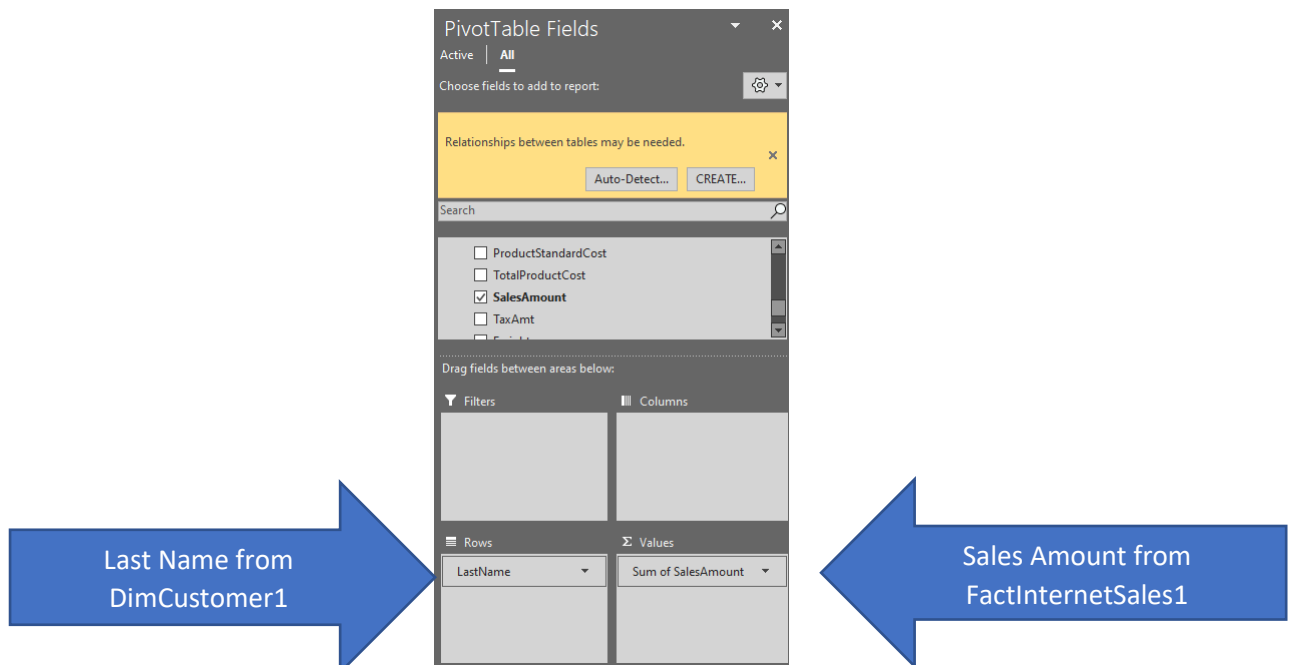


7. Choose **Data | Get Data | From File | From Workbook**
8. Choose **FactInternetSales**
9. Click on **FactInternetSales 1** (left hand side of screen)
10. Click **Load | Load To.**
11. Tick the box for **Add this data to the Data Model** and choose **Only Create Connection**

12. Click on **Insert | Pivot Table**. Make sure that **Use this workbook's Data Model** is chosen



13. Create the following pivot table



14. If you are prompted about Relationships, click on Autodetect and allow Excel to create the relationship for you.

21. Create a further pivot table as follows:

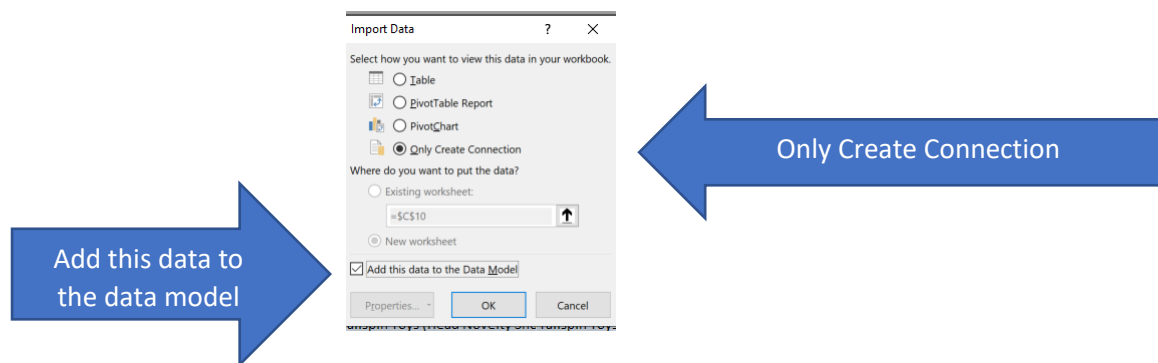
The image shows the PivotTable Fields task pane in Microsoft Excel. The pane is titled "PivotTable Fields" and has a search bar at the top. Below the search bar, there is a list of fields with checkboxes. The field "Total Including Tax" is checked. Below the list, there are four areas for dragging fields: Filters, Columns, Rows, and Values. The "Rows" area contains the field "Category" and the "Values" area contains the field "Sum of Total Includ...".

Category from Customers table

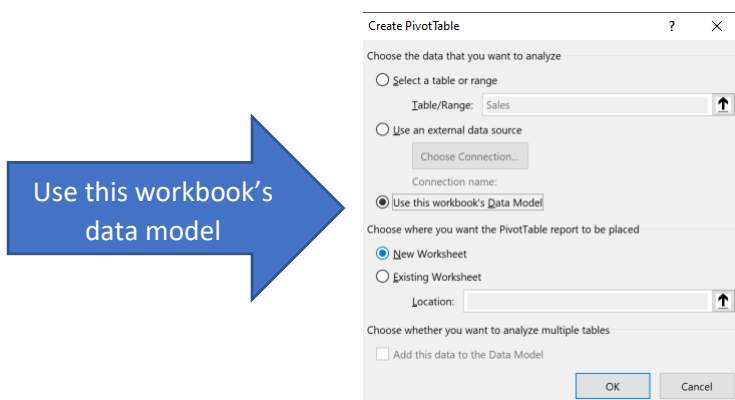
Total from Sales table

Exercise Three – Getting the data from two files

1. Open a new blank workbook in Excel
2. Choose **Data | Get Data | From File | From Workbook**
3. Choose **FactSalesQuota**
4. Click on **FactSalesQuota1** (left hand side of screen)
5. Click **Load | Load To.**
6. Tick the box for **Add this data to the Data Model** and choose **Only Create Connection**



7. Choose **Data | Get Data | From File | From Workbook**
8. Choose **DimEmployee**
9. Click on **DimEmployee 1** (left hand side of screen)
10. Click **Load | Load To.**
11. Tick the box for **Add this data to the Data Model** and choose **Only Create Connection**
12. Click on **Insert | Pivot Table.** Make sure that **Use this workbook's Data Model** is chosen





13. If you are prompted about Relationships, click on Autodetect and allow Excel to create the relationship for you.